

## **Bylaws Change #3 Rationale:**

After the Constitution and Bylaws Committee finished addressing the changes needed to remove the 3A committee from the by-laws, it came to our attention that there were numerous issues in Section VI of the by-laws relating to Standing Committees, Special Committees, Professional Development Groups, Task Forces and Councils.

These changes were related to procedures for creation and dissolution of these various entities. In some cases procedures were in the bylaws and other cases procedures were lacking. The committee also noticed that there were some inconsistencies in the language and formatting in Section VI that needed to be addressed.

It became clear to the committee that a full rewrite of Section VI of the bylaws was the most effective way to address the changes needed.

The committee believes that while the changes that we are recommending are numerous, they are not substantive. The changes clarify current practices and make these practices consistent across all the entities covered by Section VI. These changes will make very little day-to-day difference in the operation of the organization but do provide important provisions for when changes to these entities are needed.

Note that if the dissolution of the 3-A Committee on Sanitary Procedures is approved, it will be deleted from the by-laws and sections will be renumbered as needed.

Finally, the Constitution and Bylaws Committee has decided to not provide a track changes version of Bylaws Change #3 but would direct the interested reader to the proposed version, as well as the current version of the bylaws here:

<https://www.foodprotection.org/upl/downloads/library/iafp-constitution-bylaws.pdf>

## **Bylaws Change #3**

### **SECTION VI.**

#### **STANDING COMMITTEES, SPECIAL COMMITTEES, PROFESSIONAL DEVELOPMENT GROUPS, TASK FORCES, and COUNCILS**

All meetings are open to members and non-members of IAFP unless otherwise noted below.

##### **A. Standing Committees**

##### **1. Standing committees provide operational or functional support to IAFP.**

1.1 Standing committees are created by the Executive Board at their discretion.

- 1.2 Standing committees may be dissolved by the Executive Board at their discretion. The proposed dissolution shall be announced to the IAFP membership in *Food Protection Trends* and the IAFP Report one year before dissolution. Members who disagree with the dissolution shall contact the Executive Board to develop a plan to revive the committee.
2. Membership in Standing Committees is restricted to IAFP members.
3. A chairperson and vice chairperson shall be appointed as specified for each standing committee listed in VI.A.4. Terms of office shall begin at the IAFP Annual Meeting following their appointment or at a date designated by the President-Elect, except as provided elsewhere in the Bylaws.
4. Standing committees shall consist of the following: Journal Management Committees (*Food Protection Trends* Management Committee, *Journal of Food Protection* Management Committee), Program Committee, and European Symposium Organizing Committee.
  - 4.1 Journal Management Committees
    - 4.1.1 The Journal Management Committees (*Food Protection Trends* Management Committee and *Journal of Food Protection* Management Committee) shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board.
    - 4.1.2 Journal Management Committee appointments shall be for 3-year terms on a rotating basis, with balanced representation from education, government and industry. All appointments may be renewed by the President-elect for one additional term. The chairperson shall serve a 2-year term and is normally succeeded by the vice chairperson.
    - 4.1.3 The Journal Management Committees shall provide guidance to the Executive Board on matters concerning the journals.
  - 4.2 Program Committee
    - 4.2.1 The Program Committee shall consist of a chairperson and vice chairperson selected from current committee members, recommended by the Program Committee and confirmed by the Executive Board. Other individuals shall be appointed by the President-elect and confirmed by the Executive Board.
    - 4.2.2 Program Committee appointments shall be for 3-year terms on a rotating basis, with balanced representation from education, government and industry. All appointments may be renewed by the President-elect for one additional term. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson.

4.2.3 The Program Committee shall: Develop the scientific and technical content of the Annual Meeting program; Evaluate abstracts of submitted papers; Identify symposia and speakers; Identify convenors for symposia and technical sessions; Establish the timetable for all symposia and technical sessions; Meet at each Annual Meeting and other times as deemed necessary; and Oversee the Developing Scientist Awards Committee.

#### 4.3 European Symposium Organizing Committee

4.3.1 The European Symposium Organizing Committee shall consist of a chairperson, vice chairperson and other individuals recommended by the European Symposium Organizing Committee and confirmed by the Executive Board.

4.3.2 European Symposium Organizing Committee appointments shall be for 3-year terms on a rotating basis, with representation from education, government and industry. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson. All appointments may be renewed by the Executive Board for one additional term. Special consideration will be made to include representatives from IAFP partner organizations who may serve continuous terms.

4.3.3 The European Symposium Organizing Committee shall: Develop the scientific and technical content of the European Symposium on Food Safety; Evaluate abstracts of submitted papers; Identify symposia and speakers; Identify convenors for symposia and technical sessions; Establish the timetable for all symposia and technical sessions; Meet at each European Symposium and other times as deemed necessary; and Oversee competition(s) at the symposium.

#### B. Special Committees

1. Special Committees provide support services to IAFP on a continuous basis

1.1 Special Committees are created by the Executive Board at their discretion.

1.2 Special Committees may be dissolved by the Executive Board at their discretion.

The proposed dissolution shall be announced to the IAFP membership in *Food Protection Trends* and the IAFP Report one year before dissolution. Members who disagree with the dissolution shall contact the Executive Board to develop a plan to revive the committee.

2. Membership in Special Committees is restricted to IAFP members unless otherwise noted.

3. A chairperson and vice chairperson shall be appointed as specified for each committee listed in VI.B.4. Terms of office shall begin at the IAFP Annual Meeting following their appointment or at a date designated by the President-Elect, except as provided elsewhere in the Bylaws.

4. Special Committees of IAFP shall consist of the following: 3-A Committee on Sanitary Procedures, Awards, Black Pearl Selection, Committee on Control of Foodborne Illness, Constitution and Bylaws, Developing Scientist Awards, Fellows Selection, Foundation, Membership, Nominating, Past Presidents', Tellers, and Webinar.

#### 4.1 3-A Committee on Sanitary Procedures

4.1.1 The 3-A Committee on Sanitary Procedures (CSP) shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review, shall appoint other committee members. CSP members do not need to be IAFP members to participate on this committee. All appointments shall be for 2-year renewable terms.

#### 4.2 Awards Committee

4.2.1 The Awards Committee shall consist of a chairperson and a vice chairperson appointed by the President-Elect and confirmed by the Executive Board. Appointments are for a 2-year term. The chairperson shall serve a 2-year term and is normally succeeded by the vice chairperson. Award Committee meetings are only open to members of that committee.

4.2.2 Selection Committees for individual awards will consist of three individuals recommended by the Awards Committee chairperson, appointed by the President-Elect and confirmed by the Executive Board. Appointments shall be for rotating three-year terms with the individual serving their third year as the individual award chairperson.

4.2.3 The Awards Committee shall: Periodically review award criteria for completeness, making revision suggestions for the Executive Board's review and approval; Review proposals and criteria for new IAFP Awards, providing recommendations for the Executive Board's review and approval; and Review all award nominations (except those otherwise assigned elsewhere within these Bylaws; and the Affiliate Awards, which are addressed under the Affiliate Council Operational Guidelines) without bias or favoritism, arriving at a consensus selection of the recipient.

#### 4.3 Black Pearl Selection Committee

4.3.1 The Black Pearl Selection Committee shall consist of a chairperson (the Immediate Past President) and a minimum of four other individuals recommended by the chairperson to the President-Elect and confirmed by the Executive Board. At least one member of the committee shall have served on the Black Pearl Selection Committee in the preceding year. Black Pearl Selection Committee meetings are only open to members of that committee.

- 4.3.2 The Black Pearl Selection Committee shall select the recipient of the Black Pearl Award from nominations received by the Executive Director.

#### 4.4 Committee on Control of Foodborne Illness

- 4.4.1 The Committee on Control of Foodborne Illness shall consist of a chairperson and vice chairperson appointed by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee members. All appointments shall be for 2-year renewable terms.
- 4.4.2 The Committee on Control of Foodborne Illness shall: Review information on epidemiology and control of communicable diseases that are of primary concern to food safety and related areas; and Prepare manuals and articles addressing investigation and control of problems related to food safety.

#### 4.5 Constitution and Bylaws Committee

- 4.5.1 The Constitution and Bylaws Committee shall consist of a chairperson, a vice chairperson, and other individuals recommended by the President-Elect and confirmed by the Executive Board. All member appointments shall be for 2-year renewable terms. At least one member of the committee shall have served on the committee the preceding year.
- 4.5.2 The Constitution and Bylaws Committee shall: Review and study the Constitution and Bylaws of IAFP; and Make recommendations to the Executive Board for changes to be considered for submission to the membership for ratification.

#### 4.6 Developing Scientist Awards Committee

The Developing Scientist Awards Committee is under direction of the Program Committee. The vice chairperson of the Program Committee serves as the chairperson of the Developing Scientist Awards Committee on an annual basis and selects individuals to assist in the judging of the Developing Scientist Awards Competition at the IAFP Annual Meeting. Meetings of the Developing Scientist Awards Committee are only open to members of that committee.

#### 4.7 Fellows Selection Committee

- 4.7.1 The Fellows Selection Committee shall consist of a chairperson (the immediate Past President), and a minimum of four Fellows recommended by the chairperson to the President-Elect and confirmed by the Executive Board. At least one member of the committee shall have served on the Fellows Selection Committee in the preceding year.
- 4.7.2 The Fellows Selection Committee selects recipients of the Fellows Award from nominations received by the Executive Director. Meetings of the

Fellows Selection Committee are only open to members of that committee.

#### 4.8 Foundation Committee

- 4.8.1 The Foundation Committee shall consist of the President, President-Elect and Vice President of IAFP, and a chairperson and vice chairperson appointed by the President-Elect and confirmed by the Executive Board. The chairperson and vice chairperson shall serve in such position for no more than two consecutive terms.
- 4.8.2 The Chairperson shall recommend other individuals to the President-Elect for confirmation by the Executive Board. Appointed membership (including the chairperson and vice chairperson) shall be balanced with equal representation from industry, government and education. All membership appointments shall be for 3-year renewable terms.
- 4.8.3 The Foundation Committee shall: Oversee IAFP Foundation monies; Solicit gifts to the Foundation; and identify and recommend to the Executive Board programs which further the goals and objectives of the Foundation and IAFP.

#### 4.9 Membership Committee

- 4.9.1 The Membership Committee shall consist of a chairperson and vice chairperson appointed by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review, shall appoint other committee members. All membership appointments shall be for 2-year renewable terms.
- 4.9.2 The Membership Committee shall: Promote IAFP membership to potential new members; and assist in retaining current IAFP members.

#### 4.10 Nominating Committee

- 4.10.1 The Nominating Committee shall consist of a chairperson, vice chairperson and other individuals appointed by the President-Elect and confirmed by the Executive Board. The chairperson shall serve a 1-year term and is normally succeeded by the vice chairperson. The name of the Nominating Committee chairperson shall be announced following the Annual Meeting, together with the deadline for IAFP members to nominate a candidate(s) for office(s).
- 4.10.2 Nominating Committee appointments shall be for 2-year terms on a rotating basis, with balanced representation from education, government and industry and the members should be representative of geographic regions.
- 4.10.3 The Nominating Committee shall select, and the chairperson shall submit, the names of at least two nominees for the office of Secretary or other

open Board position to the Executive Director as directed by the Executive Board. The nominees' names, with pictures and biographical sketches, shall be provided to the membership not later than April 1 of the year in which the election is to be held.

4.10.4 Ballots shall be provided by the Executive Director as directed by the Executive Board and must be returned to the Association office by the established deadline, for checking against the IAFP eligible voter list. The Tellers Committee shall oversee the election and certify the results.

4.10.5 Voting by proxy, or electronic voting, shall be permitted according to procedures established by the Executive Board.

4.10.6 The nominee receiving the greatest number of votes shall be certified to the President, by the chairperson of the Tellers Committee, at least two months in advance of the Annual Meeting.

#### 4.11 Past Presidents' Committee

4.11.1 The Past Presidents' Committee shall be composed of Past Presidents of IAFP. The immediate Past President shall serve a 1-year term as Vice Chairperson before assuming the role of Chairperson for a 1-year term.

4.11.2 The Past Presidents' Committee shall advise the Executive Board on IAFP matters.

4.11.3 The Past Presidents' Committee shall in the absence of all Executive Board members due to illness, death, resignations, or prolonged absence, select interim officers until new officers are elected.

#### 4.12 Tellers Committee

4.12.1 The Tellers Committee shall consist of a chairperson appointed by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review, shall appoint other committee members as necessary. All appointments shall be for 1-year terms. Meetings of the Tellers Committee are only open to members of that committee.

4.12.2 The Tellers Committee shall oversee and certify the results of each election and other membership votes.

#### 4.13 Webinar Committee

4.13.1 The Webinar Committee shall consist of a chairperson and vice chairperson recommended by the President-Elect and confirmed by the Executive Board. The chairperson, subject to the Executive Board's review shall appoint other committee members. All appointments shall be for 2-year renewable terms.

4.13.2 The Webinar Committee shall: Review and decide on proposals for IAFP Webinars; and Establish Webinar topics and design Webinar series.

C. Professional Development Groups

1. Professional Development Groups (PDGs) are established by the Executive Board at the request of a group of members to promote professional development in specific disciplines or areas of interest which further the Association's goals.
2. Any PDG may be dissolved by the Executive Board when the PDG does not meet and submit minutes of their proceedings for two years; or there is no chairperson and vice chairperson of the PDG for 2 yrs; or when the current PDG chairperson and vice chairperson request that the Executive Board dissolve the PDG. The proposed dissolution shall be announced to IAFP membership in *Food Protection Trends* and the IAFP report one year before dissolution. Members who disagree with the dissolution shall contact the Executive Board to develop a plan to revive the PDG.
3. Membership on a PDG is voluntary and may vary from year to year. Individuals choose to join or leave a PDG using their online IAFP member profile.
4. Chairpersons and vice chairpersons of PDGs shall be recommended for 2-year terms by the members of the PDG prior to the Annual Meeting and are confirmed by the Executive Board. The vice chairperson normally succeeds to chairperson. Only IAFP members may serve as chairpersons or vice chairpersons. Terms of office normally begin at the IAFP Annual Meeting following their appointment.

D. Task Forces

1. Task Forces are authorized by the Executive Board for special work or assignment which can normally be accomplished within two years. The need for continuation of such Task Forces shall be subject to annual review by the Executive Board.
2. IAFP membership is not a requirement for participation on a Task Force.
3. All appointments of chairpersons and vice chairpersons to Task Forces shall be made by the President and shall be subject to annual review by the Executive Board. Proposed members of Task Forces shall be recommended by the Task Force Chairperson and confirmed by the Executive Board.

E. Councils

1. Councils are authorized by the Executive Board for special work planned to exceed two years. The need for continuation of a Council shall be subject to annual review by the Executive Board.
2. Membership in IAFP Councils is restricted to IAFP members.
3. All appointments of chairpersons and vice chairpersons to a Council shall be made by the President and confirmed by the Executive Board. Proposed members of a Council shall be recommended by the Council Chairperson and confirmed by the Executive Board.



4. Council members serve 2-year terms and are eligible to serve three terms. The chairperson and vice chairperson shall serve in such position for no more than two consecutive terms.